

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 10-60(NxGen)

May 14, 2010

To: All Regional Directors, Officers-in-Charge,
and Resident Officers

From: Richard A. Siegel, Associate General Counsel

Subject: NxGen May Release

Effective May 17, 2010, NxGen users will notice several changes to the system, outlined more specifically below. We would like to thank NxGen Pilot Regions 9 and 10, and the NxGen Field Committee for their valuable input throughout the development process.

Changes to NxGen include:

- **Actions:**
 - Automatic assignment of individuals to Action Teams for access and edit rights
 - New Ways to View Actions
- **Document Management:**
 - New fields to control who can see and/or edit documents
 - New method of document checkout for editing
- **Participant Management:**
 - New "Participant List" Report
 - Change in Accounts/Contacts/Participant Layout
 - Participant data combined from CATS, TIGER (Judges), and PCL (Board)
- **Changes in E-Filing-Extension of Time Request**
 - No longer necessary to attach a document when requesting an Extension of Time
 - Area to provide Proof of Service for Extension of Time Request
- **Introduction of Task Charts**

Actions

NxGen "Action Teams" are the groups of individuals who are assigned to an Action (Regional Determination, Dismissal, Complaint, etc.). For Field offices, the Action Team will include everyone in the office. The Lead Agent and Lead Supervisor roles will be automatically populated from CATS data. Users will be able to view Actions based on whether the action is open or whether the user has a specific role (Agent/Supervisor) on the Action.

Document Management:

Visible/Editable: Formerly, the ability to view or edit a document in NxGen was controlled by the “Document State” field. Based on feedback from the Pilot Regions and other users, the NxGen development team determined that this field should be divided into two separate fields, one to control who can view the document, “Visible,” and one to control who can made changes to the document, “Editable.”

For the “Visible: field, the following values apply for the Regions:

Value	Who can see the document
Office	Everyone in the Region
Task	Everyone assigned to the Task Team (this is the same as “Office” for Field purposes)
CaseHQ	Everyone in the Region Plus GC Headquarters Offices
Side	Everyone on the GC Side
NLRB	Everyone in the NLRB

There are only two values for the “Editable” field:

Value	Who can edit the document
Edit	Anyone with access to the document may edit
Read Only	The document cannot be edited

Documents received by the Regions or the Office of Appeals through the Agency’s E-Filing process will be assigned the values of “Side” and “Read Only.” Comments on Appeal (COA/CCOA) that are uploaded into NxGen by the Regions also will be assigned those values. Comments on Appeal scanned by Regions into NxGen using the barcode cover sheet, however, will be set to “Office” and “Read Only.” (As the documents are located in the “Appeal” action, the Comments on Appeal will be visible to the Region and to the Office of Appeals.)

NxGen will not permit certain evidentiary or internal documents (for example, affidavits (AFF), internal memoranda (MMZ), agenda minutes (FIR), etc.) to be made visible to “NLRB.”

Checking Out and Editing Documents: We have added a new field to NxGen that will identify the individual who has “checked out” a document for editing.

Case File Views:

Users will now be able to sort documents in the NxGen Case File by:

1. The date the document was uploaded to the system
2. The date the document was filed/submitted
3. The party (Participant Type) who submitted the document (for example, Charging Party, Respondent, NLRB-GC).

We will conduct training sessions with the Regional "NxPerts" concerning these changes on Tuesday, May 18. Training materials can be found on the Operations NxGen website at http://nlrbnet.nlr.gov/Operations/NxGen_Updates.htm. The NxPerts are expected to train the appropriate individuals in their respective offices.

/s/

R.A.S.

Attachment

cc: NLRBU

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